

**Assistant Town Accountant**

The Town of Topsfield has an immediate opening for the part time position of Assistant Town Accountant. Hourly range \$15 - \$21 for 34 hours per week. Duties include preparing vendor and payroll warrants in compliance with MGL, maintaining general ledger balances and town contracts. Responsible for routine administration of the office in the absence of Town Accountant. Two years' experience in accounting work, associate's degree in accounting desirable and familiarity with town government and municipal accounting practices. Send resume and letter of interest to Town Accountant, 8 W Common St, Topsfield, MA 01983, or e-mail to [pwood@topsfield-ma.gov](mailto:pwood@topsfield-ma.gov). Full job description visit <http://www.topsfield-ma.gov>. Preferred resumes received by, Monday, March 17, 2014, position will remain open until filled. AA/EOE